

BUDGET, FINANCE & INVESTMENT COMMITTEE

November 8, 2012

5:30 P.M.

Courthouse

MINUTES:

Members Present:

Comm. Charlie Baum
Comm. Joe Frank Jernigan
Comm. Will Jordan
Comm. Robert Peay, Jr.
Comm. Steve Sandlin
Comm. Doug Shafer
Comm. Joyce Ealy, Chrm.

Others Present:

Ernest Burgess
Sheriff Robert Arnold
Lisa Nolen
Melissa Stinson
Lynn Duke
Kacye Watson
Michael Gregory

Others Present:

Joe Russell
Randy Garrett
Jeff Sandvig
Janet Bowman
Elaine Short

Chairman Ealy presided and called the meeting to order with all members being present.

APPROVE MINUTES:

The minutes of the October 4, 2012 Budget Committee meeting were presented for approval.

Comm. Shafer moved, seconded by Comm. Jernigan to approve the minutes as presented.

The motion passed unanimously by acclamation.

INVESTMENT REPORT:

Chairman Ealy presented the monthly Investment Report advising that there was one investment bid during the month for \$25,000,000, which was awarded to First Tennessee Bank at an interest rate of .25% for one year. The LGIP interest rate for the month was .15%.

Comm. Sandlin moved, seconded by Comm. Peay to approve the Investment Report as presented.

The motion passed unanimously by acclamation.

FUND CONDITION REPORT:

The Finance Director presented the Fund Condition Report for the month ending October 31, 2012 advising that the Development Tax collections for the month totaled \$146,250 and the year-to-date collections were \$531,750. This compared to the same period last year when the monthly collections were \$60,750, and the year-to-date collections for that period were \$315,750.

The committee reviewed the fund cash balances, which totaled \$147,875,813.66 at the end of October with operating funds being \$121,458,937 and borrowed funds being \$26,416,876. This compared to October, 2011 when the total cash balances were \$118,876,450 with operating funds being \$101,154,127 and borrowed funds being \$17,722,323.

The Finance Director advised that the Sheriff Dispatch Office Capital Project was complete, and she requested that the project be closed out and the remaining balance of \$2,591.50 be transferred back to the Development Tax Restricted for Capital Projects Account in the General Fund.

Comm. Shafer moved, seconded by Comm. Jordan to close the Sheriff Dispatch Office Capital Project, and that the remaining balance of \$2,591.50 be transferred back to the Development Tax Restricted for Capital Projects Account in the General Fund.

The motion passed unanimously by roll call vote.

Comm. Shafer questioned the balance of \$62,075.00 in the Stewarts Creek Farms Project.

The Finance Director advised that both the Stewarts Creek Farms Project and the balance of \$95,725.00 in the Twelve Corners Subdivision Project reflected bonds that had been called to complete the roads in the subdivisions.

The Finance Director reviewed the revenue collections advising that the revenue collections in all of the categories in all of the funds met or exceeded the collections over the past couple of years.

Following review, Comm. Jordan moved, seconded by Comm. Peay to approve the Fund Condition Report for the month ending October 31, 2012 as presented.

The motion passed unanimously by acclamation.

RISK MANAGEMENT REPORT:

Mrs. Melissa Stinson, Risk Management Director, presented the monthly Insurance Financial Report for the use of the committee first reviewing the fund performance for Fund 264, Employee Insurance Fund. The cost per employee for the month of October for medical, dental and vision was \$964.99 compared to \$851.13 for the same period in the prior year. The year-to-date average cost per month was \$883.25 compared to \$882.34 in the prior year. When including the on-site medical clinic cost, the cost per employee per month was \$1,001.63 compared to \$858.21 for the same period in the prior year. The year-to-date average including the on-site medical clinics was \$914.14 compared to \$900.78 for the prior year, which reflected an increase of 1.5%.

Mrs. Stinson provided an analysis of the option history after the medical open enrollment. She reminded the committee that Option One was being eliminated for the 2013 year; and therefore reflected a 100% reduction. The deductible plan reflected a reduction of 35.47%, and the HRA plan reflected an increase in enrollment of 45.23%. Over 1,200 employees elected the new co-pay option. Mrs. Stinson advised that the analysis reflected that the Insurance Department did a good job in educating the employees about the various health insurance plans, and the employees did a good job in evaluating what their medical expenses were and what their needs were.

Mrs. Stinson reviewed Fund 266, Work Injury Fund performance advising that the year-to-date claims totaled \$315,810 compared to \$220,330 for the prior year, which reflected a slight increase.

Comm. Sandlin moved, seconded by Comm. Jordan to approve the monthly Risk Management Financial Report as presented.

The motion passed unanimously by acclamation.

GENERAL FUND BUDGET AMENDMENTS

ELECTION COMMISSION:

The Finance Director requested approval of the following budget amendment for the Election Commission advising that several employees had reached the maximum of compensatory time, and overtime must be paid. The amendment provided sufficient funding for overtime pay and the related benefits to get through the election:

From: 101-39000 – Unassigned Fund Balance -	\$7,827
To: 101-51500-187 – Overtime Pay -	\$6,500
101-51500-201 – Social Security -	405
101-51500-204 – State Retirement -	822
101-51500-212 – Employer Medicare -	100

Comm. Jernigan moved, seconded by Comm. Sandlin to approve the budget amendment for the Election Commission as requested amending \$7,827 from Account 101-39000, Unassigned Fund Balance, with \$6,500 to Account 101-51500-187, Overtime Pay, \$405 to Account 101-51500-201, Social Security, \$822 to Account 101-51500-204, State Retirement, and \$100 to Account 101-51500-212, Employer Medicare.

The Finance Director advised that she hoped this amendment would be enough to cover the overtime; however, there would be another payroll to be paid that would include overtime for the current week.

Comm. Shafer stated that he did not understand why Rutherford County's election results were so much more delayed than the rest of the state.

Comm. Peay asked if Mrs. Lester could be requested to attend the next County Commission meeting on November 15 to explain the election issues.

Following discussion the motion to approve the budget amendment for the Election Commission as requested passed unanimously by roll call vote.

JUVENILE DETENTION:

Mrs. Lynn Duke, Juvenile Detention Center Director advised that at the County Commission meeting on September 13, a Resolution was approved authorizing a Title 1 Neglected and Delinquent Program Grant application through the Tennessee Alliance for Children and Families for the Juvenile Detention Center. The Juvenile Detention Center has been notified of a grant award in the amount of \$132,618 for the period of October 1, 2012 through September 30, 2013. The grant funds will be used for education services, background checks, parenting instructor, supplies and materials, equipment and training with no matching funds required. Mrs. Duke requested approval of the following budget amendment to recognize the revenue to be received this fiscal year and to appropriate the grant funds for Other Salaries and Wages and the related benefits for a Title 1 Coordinator/Life Skills Specialist at an annual salary of \$41,950 and the associated expenses:

Increase Revenue:	101-47141 – Title 1 Grants to Local Ed. Agencies -	\$110,902
Increase Expend.:	101-54240-189 – Other Salaries/Wages -	\$ 25,820
	101-54240-201 – Social Security -	1,610
	101-54240-204 – State Retirement -	3,280
	101-54240-205 – Employee Insurance -	30
	101-54240-209 – Disability Insurance -	50
	101-54240-336 – Maint./Repair Equipment -	3,000
	101-54240-399 – Other Contracted Services -	1,950
	101-54240-429 – Instructional Supplies/Materials -	33,999
	101-54240-499 – Other Supplies/Materials -	30,950
	101-54240-599 – Other Charges -	10,213

Comm. Jordan moved, seconded by Comm. Jernigan to approve the budget amendment as requested recognizing the revenue to be received from the Title 1 Neglected and Delinquent Program Grant through the Tennessee Alliance for Children and Families increasing Revenue Account 101-47141, Title 1 Grants to Local Education Agencies, by \$110,902; and increasing Expenditure Accounts 101-54240-189, Other Salaries and Wages, by \$25,820, 101-54240-201, Social Security, by \$1,610; 101-54240-204, State Retirement, by \$3,280; 101-54240-205, Employee Insurance, by \$30; 101-54240-209, Disability Insurance, by \$50; 101-54240-336, Maintenance & Repair Equipment, by \$3,000; 101-54240-399, Other Contracted Services, by \$1,950; 101-54240-429, Instructional Supplies & Materials, by \$33,999; 101-54240-499, Other Supplies and Materials, by \$30,950; and 101-54240-599, Other Charges, by \$10,213.

The Finance Director advised that since the grant was a federal grant, a portion of the revenue and expenses would be budgeted into the next fiscal year.

Comm. Shafer asked what would happen when the grant ended.

Mrs. Duke advised that she would be applying for the grant again next year, and that she had someone currently on staff that would be moving into the Title 1 Coordinator/Life Skills position. She stated that the person understood that if the grant was not approved in the following year, the position would end.

Following discussion, the motion to approve the budget amendment for Juvenile Detention as requested recognizing the revenue to be received from the Title 1 Neglected and Delinquent Program through the Tennessee Alliance for Children and Families and to appropriate the grant proceeds for a Title 1 Coordinator/Life Skills Specialist at an annual salary of \$41,950 and the related benefits and expenses passed unanimously by roll call vote.

PET ADOPTION & WELFARE SERVICES:

Mr. Michael Gregory, PAWS Director requested approval of the following budget amendment to appropriate \$35,000 from the PAWS Restricted for Public Health & Welfare Account to purchase an adoption/rescue trailer, as well as the necessary equipment to go along with it:

From:	101-34630 - - PAWS – Restricted for Public Health & Welfare -	\$35,000
To:	101-55120-709 – Data Processing Equipment -	\$ 2,500
	101-55120-790 – Other Equipment -	32,500

Mr. Gregory explained that the trailer could be used for off-site adoptions at various community events and locations. He stated that he anticipated an increase in the adoption rate by being able to provide this service. He stated that the trailer could also be used for animal rescues during disasters. He also advised that he planned to purchase a computer and printer for the adoption trailer.

Comm. Shafer moved, seconded by Comm. Sandlin to approve the budget amendment for PAWS as requested appropriating \$35,000 from Account 101-34630 - - PAWS, Restricted for Public Health & Welfare, with \$2,500 to Account 101-55120-709, Data Processing Equipment; and \$32,500 to Account 101-55120-790, Other Equipment.

The motion passed unanimously by roll call vote.

Mr. Gregory reminded the committee that he had received approval to apply for a Petsmart Charities Grant and an Animal Friendly Grant from the State of Tennessee Department of Health. Both grants have been awarded.

The Petsmart Charities Grant was in the amount of \$70,030, and Mr. Gregory requested approval of the following budget amendment to appropriate the grant revenue for Part-Time Personnel and the related benefits, as well as for advertising and drugs and medical supplies for the PITSNIP (PAWS Initiative to Spay and Neuter Intact Pits) Program:

Increase Revenue:	101-48130 – Contributions -	\$70,030
Increase Expend.:	101-55120-169 – Part Time Personnel -	\$10,218
	101-55120-201 – Social Security -	634
	101-55120-212 – Employer Medicare -	148
	101-55120-302 – Advertising -	1,500
	101-55120-413 – Drugs & Medical Supp. -	57,530

The Animal Friendly Grant was in the amount of \$3,975, and Mr. Gregory requested approval of the following budget amendment to appropriate the grant revenue for veterinary services to provide funding for surgery dates for the Spay Station from Lebanon:

Increase Revenue:	101-46980 – Other State Grants -	\$ 3,975
Increase Expend.:	101-55120-357 – Veterinary Services -	\$ 3,975

Following review, Comm. Sandlin moved, seconded by Comm. Shafer to approve the budget amendments as requested increasing Revenue Account 101-48130, Contributions, by \$70,030; and increasing Expenditure Accounts 101-55120-169, Part Time Personnel, by \$10,218; 101-55120-201, Social Security, by \$634; 101-55120-212, Employer Medicare, by \$148; 101-55120-302, Advertising, by \$1,500; and 101-55120-413, Drugs and Medical Supplies, by \$57,530; increasing Revenue Account 101-46980, Other State Grants, by \$3,975; and increasing Expenditure Account 101-55120-357, Veterinary Services, by \$3,975.

The motion passed unanimously by roll call vote.

SHERIFF'S DEPARTMENT/JAIL:

Sheriff Robert Arnold and Chief Deputy Joe Russell requested approval of the following budget amendments to recognize revenue in the amount of \$20,450 from the Cold Case Conference to be appropriated for In-Service Training; to recognize revenue of \$1,029 for the Sale of Materials and Supplies to be appropriated for the 911 Memorial and Office Supplies; to recognize revenue of \$6,310 for the sale of recycled materials to be appropriated for Motor Vehicles and maintenance and repair of the building:

Increase Revenue:	101-48130 – Contributions -	\$20,450
Increase Expend.:	101-54110-196 – In-Service Training -	\$20,450
Increase Revenue:	101-44130 – Sale of Materials/Supplies -	\$ 1,029
Increase Expend.:	101-54110-435 – Office Supplies -	\$ 745
	101-54110-399 – Other Contracted Svc. -	284
Increase Revenue:	101-44145 – Sale of Recycled Materials -	\$ 6,310
Increase Expend.:	101-54110-718 – Motor Vehicles -	\$ 6,147
	101-54110-335 – Maint./Repair Bldg. -	163

Chief Deputy Russell next requested approval to recognize revenue of \$28,119 from insurance recoveries and to appropriate the revenue into motor vehicles; to recognize revenue of \$74,942 from a grant through the Governor's Highway Safety Office and to appropriate the grant proceeds for Overtime Pay and the related benefits, law enforcement supplies, law enforcement equipment, data processing equipment, and vehicle parts:

Increase Revenue:	101-49700 – Insurance Recovery -	\$28,119
Increase Expend.:	101-54110-718 – Motor Vehicles -	\$28,119
Increase Revenue:	101-47590 – Other Federal Through State -	\$74,942
Increase Expend.:	101-54110-187 – Overtime Pay -	\$26,654
	101-54110-201 – Social Security -	1,653
	101-54110-204 – State Retirement -	3,369
	101-54110-212 – Employer Medicare -	386
	101-54110-431 – Law Enforcement Supp. -	1,650
	101-54110-716 – Law Enforcement Equip.-	9,250
	101-54110-709 – Data Processing Equip. -	29,780
	101-54110-453 – Vehicle Parts -	2,200

Chief Deputy Russell next requested approval to transfer \$15,900 within the Jail budget for detention data processing repairs; to amend \$26,100 from the Jail Building Improvements to the Sheriff's budget for data processing services; to recognize revenue of \$1,648 from donations to

be appropriated for Other Contracted Services, Other Supplies and Materials, Other Charges, and the Detention Other Supplies and Materials:

From:	101-54210-709 – Jail Data Processing Equipment -	\$15,000
To:	101-54210-336 – Jail Maint./Repair Equipment -	\$15,000
From:	101-54210-707 – Jail Building Improvements -	\$26,100
To:	101-54110-317 – Sheriff Data Processing Services -	\$26,100
Increase Revenue:	101-44570 – Contributions/Gifts -	\$ 1,648
Increase Expend.:	101-54110-399 – Other Contracted Svc. -	\$ 998
	101-54110-499 – Sheriff Other Supplies -	50
	101-54110-599 – Sheriff Other Charges -	500
	101-54210-499 – Jail Other Supplies -	100

Comm. Peay moved, seconded by Comm. Shafer to approve the budget amendments for the Sheriff's Department and Jail as requested increasing Revenue Account 101-48130, Contributions, by \$20,450 and increasing Expenditure Account 101-54110-196, In-Service Training, by \$20,450; increasing Revenue Account 101-44130, Sale of Materials and Supplies, by \$1,029 and increasing Expenditure Accounts 101-54110-435, Sheriff's Department Office Supplies, by \$745 and 101-54110-399, Sheriff's Department Other Contracted Services, by \$284; increasing Revenue Account 101-44145, Sale of Recycled Materials, by \$6,310 and increasing Expenditure Accounts 101-54110-718, Sheriff's Department Motor Vehicles, by \$6,147 and 101-54210-335, Jail Maintenance and Repair of Building by \$163; increasing Revenue Account 101-49700, Insurance Recovery, by \$28,119 and increasing Expenditure Account 101-54110-718, Sheriff's Department Motor Vehicles, by \$28,119; increasing Revenue Account 101-47590, Other Federal Through State, by \$74,942; and increasing Expenditure Accounts 101-54110-187, Sheriff's Department Overtime Pay, by \$26,654; 101-54110-201, Sheriff's Department Social Security, by \$1,653; 101-54110-204, Sheriff's Department State Retirement, by \$3,369; 101-54110-212, Sheriff's Department Employer Medicare, by \$386; 101-54110-431, Sheriff's Department Law Enforcement Supplies, by \$1,650; 101-54110-716, Sheriff's Department Law Enforcement Equipment, by \$9,250; 101-54110-709, Sheriff's Department Data Processing Equipment, by \$29,780; 101-54110-453, Sheriff's Department Vehicle Parts, by \$2,200; transferring \$15,000 from Account 101-54210-709, Jail Data Processing Equipment, to 101-54210-336, Jail Maintenance and Repair Equipment; transferring \$26,100 from Account 101-54210-707, Jail Building Improvements, to 101-54110-317, Sheriff's Department Data Processing Services; increasing Revenue Account 101-44570, Contributions and Gifts, by \$1,648; and increasing Expenditure Accounts 101-54110-399, Sheriff's Department Other Contracted Services, by \$998; 101-54110-499, Sheriff's Department Other Supplies and Materials, by \$50; 101-54110-599, Sheriff's Department Other Charges, by \$500; and 101-54210-499, Jail Other Supplies and Materials, by \$100.

The motion passed unanimously by roll call vote.

SPECIAL PURPOSE (DEA) FUND BUDGET AMENDMENTS:

Chief Deputy Russell requested approval of the following Special Purpose Fund Budget Amendment to amend \$40,000 from the Restricted for Public Safety Account for confidential payments and motor vehicles:

From:	121-34525 – Restricted for Public Safety -	\$40,000
To:	121-54110-319 – Confidential Enforcement -	\$15,000
	121-54110-718 – Motor Vehicles -	25,000

Comm. Peay moved, seconded by Comm. Jernigan to approve the budget amendment for the Special Purpose Fund as requested amending \$40,000 from Account 121-34525, Restricted for

Public Safety, with \$15,000 to Account 121-54110-319, Confidential Payments, and \$25,000 to Account 121-54110-718, Motor Vehicles.

The motion passed unanimously by roll call vote.

Chief Deputy Russell next requested approval of the following Special Purpose Fund budget amendment recognizing Asset Forfeitures of \$395 and appropriating the revenue for In-Service Training:

Increase Revenue:	121-47700 – Asset Forfeiture Funds -	\$	395
Increase Expend.:	121-54110-196 – In-Service Training -	\$	395

Comm. Sandlin moved, seconded by Comm. Jordan to approve the Special Purpose Fund budget amendment as requested increasing Revenue Account 121-47700, Asset Forfeitures, by \$395; and increasing Expenditure Account 121-54110-196, In-Service Training, by \$395.

The motion passed unanimously by roll call vote.

Sheriff Arnold advised the committee that the Sheriff's Department had created an App that could be downloaded to find out who had been incarcerated at the Detention Center, mothers and fathers who were not paying child support, outstanding warrants, and other Sheriff's Department activity.

RESOLUTION CHANGING PETTY CASH CUSTODIAN FOR PLANNING DEPARTMENT:

A Resolution was presented for approval changing the name of the Petty Cash Custodian for the Planning Department to Terri Bradford. The petty cash amount of \$100 did not change.

Comm. Jordan moved, seconded by Comm. Sandlin to approve the Resolution and forward the same to the County Commission changing the name of the Petty Cash Custodian for the Planning Department to Terri Bradford.

The motion passed unanimously by acclamation.

ADJOURNMENT:

There being no further business to be presented at this time, Chairman Ealy declared the meeting adjourned at 6:11 P.M.

Elaine Short, Secretary